Technology Guide for Virtual Field Trips

❀ UNITED STATES BOTANIC GARDEN

In preparation for your virtual field trip, please review the information below. If you have any questions, please email USBGfieldtrips@aoc.gov.

- The USBG educators will join you for your virtual field trip through the link you provide to your virtual classroom (Zoom, Teams, Meet, etc.). Please get permission for us to join your virtual classroom in advance of your lesson.
- Teachers must be actively present during the field trip to assist with technology and encourage student participation.
- This virtual field trip can be facilitated in two ways. **1) Students have individual devices and headphones**, or **2) Smartboard or projector with speakers and microphone**. See below for more details.

Program Expectations & Teacher Role

Individual Devices	Smartboard or Projector
- Students and educators will join the virtual classroom using individual devices. - We'll use Nearpod, an interactive slide tool, to share the lesson. - Please share the *Getting Ready for Your Virtual Field Trip* pre-lesson (linked here) with your students to familiarize them with Nearpod. - We will use the **chat and screen-share** features in your virtual classroom.	- You will project your virtual classroom onto a Smartboard or projector screen. - We will use the **screen-share** feature in your virtual classroom to share the lesson. - Teachers will be asked to call on students and share responses on their behalf or have them come forward to share themselves using the microphone.

Technology Needs

Individual Devices	Smartboard or Projector
Each student will need: **Individual Device,** with internet access such as a tablet or laptop **Headphones** to reduce audio feedback **Microphone** to share responses built-in to their device and/or headphones	You will need in your classroom: **Computer** with internet access to host the field trip **Smartboard or projector** **Speakers** to allow students to hear the USBG educator either built-in to your Smartboard or connected to your computer **Microphone** to share student responses either built into your computer or separate **Student-facing camera** so that the USBG educator can see your class (recommended) **White copy paper and pens/pencils** for each student

Day-Of Logistics

Individual Devices	Smartboard or Projector
1. Using their individual devices, students join your virtual classroom (Zoom, Teams, Meet, etc.). 2. A USBG educator will join you in your virtual classroom using the link you've provided approximately 10 minutes before your field trip is scheduled to begin. 3. We will share the link to the Nearpod lesson via the chat. (You will receive an email 30 minutes in advance with the Nearpod link in case chat is unavailable.) 4. Students will join the Nearpod lesson using the shared link.	1. Using your computer, you will host the virtual field trip in your virtual classroom (Zoom, Teams, Meet, etc.) 2. A USBG educator will join you in your virtual classroom using the link you've provided approximately 10 minutes before your field trip is scheduled to begin. 3. You will project your virtual classroom onto a Smartboard or projector screen, making sure that your speakers, microphone and student-facing camera (if using) are working.